

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate General of Japan]
[Address of the Consulate]
[City, State, Zip Code]

Dear Visa Officer,

I am writing to apply for a business visa to Japan for the purpose of [briefly state the purpose, e.g., attending a business meeting, conference, negotiation, etc.]. I am [Your Position] at [Your Company], and we are looking to [mention the specific business activity in Japan]. The details of my visit are as follows:

- **Purpose of Visit:** [Detailed description of the business activity]
- **Duration of Stay:** [Start Date] to [End Date]
- **Business Itinerary:** [Provide a brief itinerary of meetings, conferences, and other business activities planned]
- **Company Information:** [Provide a brief description of your company, including its nature, size, and business activities]

I have attached the necessary documents to support my application, including:

1. A completed visa application form
2. A valid passport copy
3. A letter of invitation from [the company/organization you are visiting]
4. Proof of employment
5. Financial statements to support the duration of my stay

I assure you that I will adhere to all regulations and return to [Your Home Country] upon the completion of my business activities.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company]